

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, October 9, 2017 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: September 18, 2017

Operational and Financial September 30, 2017

September Fuel Sales:

AVGas: \$ 5,740.46	Gallons: 1,289.99
Jet A: \$ 539.22	Gallons: 154.06

Approval of September 30, 2017 Financials

As of September 30, 2017

Cash in Bank:	\$ 27,671.83
Net Income YTD:	\$ 301,756.71
Total Expenses YTD:	\$ 288,655.15
Net Income/ Loss YTD:	\$ 13,101.56

Approval to Pay Invoices: \$ 6,162.11 (Updated during meeting 10/09/2017)

Old Business:

Consultant Report

New Business:

Date of Next Meeting:

Monday, November 13, 2017@ 5:00pm

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, September 18, 2017

Guest:

Marcus & Mary Holtz

Don Roth

Dan LeClair

Harry Brady called the meeting to order

Roll Call

Members Present: Harry Brady

Melissa James

Randy Birchfield

Motion to Excuse:

Public Comments:

None

Approval of Minutes:

Melissa James made a motion to approve the July 10, 2017 regular meeting minutes. Harry Brady seconded. Motion Passed.

Operational and Financial Report:

Operational and Financial August 31, 2017

August Fuel Sales:

AVGas: \$ 6,833.22	Gallons: 1,587.12
Jet A: \$ 328.79	Gallons: 132.77

Approval of August 31, 2017 Financials

As of August 31, 2017

Cash in Bank:	\$ 29,563.77
Net Income YTD:	\$ 263,542.03
Total Expenses YTD:	\$ 248,911.03
Net Income/ Loss YTD:	\$ 14,631.00

Approval to Pay Invoices: \$ 6,329.11 (as of 09/18/2017)

Discussion that septic will be less when Foghorn Designs leaves. No de-classification for public entity. Could install a holding tank, but septic would have to be taken out.

Randy Birchfield made a motion to approve the August 31, 2017 financials and invoices. Melissa James seconded. Motion Passed.

Old Business:

Pulleys only worked 1 month as the cable cut them. Marcus ordered 1 pulley that does not have a seam in the middle.

New Business:

27' is not included in the grant.

Randy Birchfield moved that Vice President can sign contract. Harry Brady seconded. Motion Passed. Discussion on what to do with the 27'. Estimate from Michael Baker International \$32,850, hanger door only \$24,000, mill 15,967, remove 13,829. Marcus said if there is a seam, within a period of time there would be a crack that would have to be maintained, would be better to complete in one project. FAA standards would have to be meet even if HCAA pays for that portion. Melissa James moved to have Harry Brady receive actual estimates completed for complete and partial replacement. Harry Brady seconded. Motion Passed.

Randy Birchfield moved to purchase 11 more pulleys. Melissa James seconded. Motion passed. Chamber will order the pulleys.

Harry Brady moved to pay Mary Holtz for the additional 25 hours for clearing the 2 acres. Final price agreed upon was \$1,250. Randy Birchfield seconded. Motion Passed. Check #3285 was signed.

Discussion to rent a D5 dozer to fill in ponds. Marcus Holtz to give an estimate of how much time it would take to complete.

Lease with Precision Aero Ag Service (Stephen Zvara) tabled until October meeting. His attorney and the County Prosecutor will review.

Board:

Next Board meeting September 11, 2017.

Melissa James moved to adjourned. Harry Brady seconded. Motion Passed.

Adjourned:

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady

President

Approved: _____

Huron County Airport Authority Balance Sheet

As of September 30, 2017

4:23 PM

10/03/2017
Cash
Basis

Sep 30, 17

ASSETS

Current Assets

Checking/Savings

Civista 23825 27,671.83

Total Checking/Savings 27,671.83

Accounts Receivable

Accounts Receivable -797.50

Total Accounts Receivable -797.50

Total Current Assets 26,874.33

TOTAL ASSETS 26,874.33

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings -27,050.05

Net Income 13,101.56

Total Equity 26,874.33

TOTAL LIABILITIES & EQUITY 26,874.33

Huron County Airport Authority Profit & Loss YTD

January through September 2017

4:24 PM

10/03/2017

Cash Basis
Jan - Sep
17

Ordinary Income/Expense

Income

Ballast Recycling 220.00

Commercial Office Rent 6,854.09

FAA Grant 192,590.00

Farm Rent 8,538.64

Fuel Sales 54,266.07

Hangar Rent 30,640.50

ODOT Grant 6,124.00

Overnight Fees 220.00

Utilities Reimbursement 2,303.41

Total Income 301,756.71

Expense	
Bank Service Charges	0.00
Credit Card Processing	1,311.17
FAA Grant Expense	184,498.38
Fuel Purchased	
100 AVGas	40,595.82
Diesel Fuel	521.25
Jet-A	<u>5,473.24</u>
Total Fuel Purchased	46,590.31
Insurance Expense	2,165.00
Maintenance	1,962.86
Mowing	6,400.00
Office Expense	
Office Supplies	259.64
Postage	<u>302.15</u>
Total Office Expense	561.79
Ohio EPA Reporting	6,620.00
Permits	1,200.00
Propane	1,291.75
Property Taxes	6,820.44
Repairs and Maintenance	10,471.35
Sales Tax	
Sales Tax Discount	-27.95
Sales Tax - Other	<u>3,551.35</u>
Total Sales Tax	3,523.40
Secretary / Treasurer	675.00
Service Agreements	995.00
Snow Removal	375.00
Utilities	
Electric	10,566.42
Telephone Expense	1,061.91
Water	<u>1,271.97</u>
Total Utilities	12,900.30
Website Expense	<u>293.40</u>
Total Expense	<u>288,655.15</u>
Net Ordinary Income	<u>13,101.56</u>
Net Income	<u><u>13,101.56</u></u>

Huron County Airport Authority

Date: 10/11/2019

Invoice Approval

for

10/09/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Albrecht, Bill	10/01/2017	400.00	September	3438
Beck, John	10/01/2017	125.00	September	3439
Beck, John	07/12/2017	58.98	Repair Hydrant	3286
Fresch Electric	10/05/2017	1,760.00	Split Electric Meter	3447
Frontier	09/28/2017	119.64	Service 09/28/2017 - 10/27/2017	EFT
Holtz, Mary	09/28/2017	1,250.00	Mowing September	3440
Huron County Chamber	09/28/2017	9.50	Copies	3441
Huron County Chamber	09/28/2017	211.63	Pulleys (11)	3441
Huron County Chamber	09/28/2017	23.75	Overnight Grants	3441
Northern Ohio Rural Water	09/28/2017	296.31	Service 08/11/2017 - 09/11/2017	3442
Norwalk City	09/18/2017	330.00	August Testing	3443
Ohio Business Gateway	10/03/2017	451.87	Sales Tax - September	EFT
Ohio Edison	09/29/2017	962.43	Service 07/29/2017 - 08/26/2017	EFT
Postmaster	10/01/2017	88.00	PO for Year	3445
Vaughn, Linda	10/01/2017	75.00	Secretary / Treasurer - September	3446
		<u>6,162.11</u>		

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, November 13, 2017 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: October 09, 2017

Operational and Financial October 31, 2017

October Fuel Sales:

AVGas: \$ 3,065.58	Gallons: 688.89
Jet A: \$ -0-	Gallons: -0-

Approval of October 31, 2017 Financials

As of October 31, 2017

Cash in Bank:	\$ 39,007.13
Net Income YTD:	\$ 318,956.29
Total Expenses YTD:	\$ 294,882.43
Net Income/ Loss YTD:	\$ 24,073.86

Approval to Pay Invoices: \$ 4,022.02 Updated 11/14/2017

Old Business:
Consultant Report

New Business:

Date of Next Meeting:
Monday, December 11, 2017@ 5:00pm

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, October 09, 2017

Guest:

Paul Strack

Marcus & Mary Holtz

Dennis Sokol

Don Roth

Royden Smith

Dan LeClair

Harry Brady called the meeting to order

Roll Call

Members Present: Harry Brady

Melissa James

Motion to Excuse:

Harry Brady moved to excuse Randy Birchfield. Melissa James seconded. Motion Passed.

Public Comments:

Dan LeClair asked how many hangars are available. Believe there are 2, if someone wants to see one they need to call in order to open them.

2 TAC meetings completed, when is the next? Paul Strack noted that October 26th at 5:30 at the Chamber. There has been no movement toward any answers. A public meeting will be scheduled in the future.

Will grants be applied for in 2018? Yes, sure we will. FAA is asking for dates to schedule 2018 meeting.

Don Roth questioned article about the plane with engine trouble. Who is the proper authority that should be contacted first? According to Dennis Sokol should be Highway Patrol.

Approval of Minutes:

Melissa James made a motion to approve the September 11, 2017 regular meeting minutes. Harry Brady seconded. Motion Passed.

Operational and Financial Report:

Operational and Financial September 30, 2017

September Fuel Sales:

AVGas: \$ 5,740.46	Gallons: 1,289.99
Jet A: \$ 539.22	Gallons: 154.06

Approval of September 30, 2017 Financials

As of September 30, 2017

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Net Income YTD:	\$ 301,756.71
Total Expenses YTD:	\$ 288,655.15
Net Income/ Loss YTD:	\$ 13,101.56

Approval to Pay Invoices: \$ 6,162.11 (Updated during meeting 10/09/2017)

Harry Brady made a motion to approve the September 30, 2017 financials and invoices. Melissa James seconded. Motion Passed.

Old Business:

Jet fuel was purchased before Nationals in June. (Purchased June 15, 2017)

New Business:

Working on getting dates for FAA meeting in 2018.

Consultant Report – Was ODOT Pay Request #3 approved and submitted?

Resolution to request 5% match on the FY2018 FAA grant.

Melissa James moved to approve. Harry Brady seconded. Motion Passed. Grant request signed and returned.

Approval on Quarterly Report (4th Quarter July, August, September).

Melissa James moved to approve. Harry Brady seconded. Motion Passed.

Approval on Inv #992620 #7 Final Design for Apron Rehab and Connector Relocation for a total of \$9,000.00 (FAA Share \$8,100 / ODOT Share \$450 / Local Share \$450). Melissa James moved to approve. Harry Brady seconded. Motion Passed.

Reviewed Michael Baker International continuing with Master Plan preparation including finalizing Working Paper #1 and beginning Alternative analysis.

#3 TAC meeting October 26th, 2017, 5:30 pm

Working with Erie Blacktop to schedule project. Requested price on additional 27'. Will send contract to Erie Blacktop for review and execution.

Board:

Harry Brady talked to ODOT about the additional 27'. Mentioned that 601 looks nice

Melissa James reported that Don Sieg needs overhead bulbs replaced. Will work with John Beck to complete. Also, several hangars have their lights on all the time.

Hose / Nozzle / Filters need to be installed. Also have the 11 pulleys.

John Beck needs turn buckles, at least 6. Need bonding cement for the distribution box.

Adjourned:

Melissa James moved to adjourned. Harry Brady seconded. Motion Passed.

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady

President

Approved: _____

Huron County Airport Authority Balance Sheet

As of October 31, 2017

4:43 PM

11/01/2017
Cash
Basis

Oct 31, 17

ASSETS

Current Assets

Checking/Savings

Civista 23825 39,007.13

Total Checking/Savings 39,007.13

Accounts Receivable

Accounts Receivable -1,160.50

Total Accounts Receivable -1,160.50

Total Current Assets 37,846.63

TOTAL ASSETS 37,846.63

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings -27,050.05

Net Income 24,073.86

Total Equity 37,846.63

TOTAL LIABILITIES & EQUITY 37,846.63

Huron County Airport Authority Profit & Loss YTD

January through October 2017

4:44 PM

11/01/2017
Cash
Basis
Jan - Oct
17

Ordinary Income/Expense

Income

Airport Closure 10,000.00

Ballast Recycling 220.00

Commercial Office
Rent 6,854.09

FAA Grant 191,332.00

Farm Rent 8,538.64

Fuel Sales 57,331.65

Hangar Rent 34,724.50

ODOT Grant 7,382.00

Overnight Fees 270.00

Utilities
Reimbursement 2,303.41

Total Income 318,956.29

Expense	
Bank Service Charges	0.00
Credit Card Processing	1,376.34
FAA Grant Expense	184,498.38
Fuel Purchased	
100 AVGas	40,595.82
Diesel Fuel	521.25
Jet-A	<u>5,473.24</u>
Total Fuel Purchased	46,590.31
Insurance Expense	2,165.00
Maintenance	2,087.86
Mowing	7,650.00
Office Expense	
Office Supplies	269.14
Postage	<u>413.90</u>
Total Office Expense	683.04
Ohio EPA Reporting	7,350.00
Permits	1,200.00
Propane	1,291.75
Property Taxes	6,820.44
Repairs and Maintenance	12,501.96
Sales Tax	
Sales Tax Discount	-31.36
Sales Tax - Other	<u>4,006.63</u>
Total Sales Tax	3,975.27
Secretary / Treasurer	750.00
Service Agreements	995.00
Snow Removal	375.00
Utilities	
Electric	11,528.85
Telephone Expense	1,181.55
Water	<u>1,568.28</u>
Total Utilities	14,278.68
Website Expense	<u>293.40</u>
Total Expense	<u>294,882.43</u>
Net Ordinary Income	<u>24,073.86</u>
Net Income	<u><u>24,073.86</u></u>

Huron County Airport Authority

Date: 11/14/2017

Invoice Approval for 11/13/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Albrecht, Bill	11/01/2017	400.00	October	3448
Beck, John	11/01/2017	125.00	October	3449
Frontier	10/28/2017	121.23	Service 10/28/2017 - 11/27/2017	EFT
Holtz, Mary	10/31/2017	1,250.00	Mowing October	3450
Holtz, Mary	10/31/2017	140.42	Tire / Mounting / Spacer	3450
Huron County Chamber	10/31/2017	10.95	Copies	3451
Huron County Chamber	10/31/2017	24.95	Overnight Grants	3451
Huron County Chamber	11/01/2017	160.00	2018 Membership	3451
Northern Ohio Rural Water	10/25/2017	285.97	Service 09/11/2017 - 10/11/2017	3452
Ohio Business Gateway	11/02/2017	220.58	Sales Tax - October	EFT
Ohio Edison	10/31/2017	702.47	Service 09/28/2017 - 10/28/2017	EFT
Smith, Royden	11/13/2017	375.00	50' Lift 3 Days x \$125.00 per day	3288
Sunrise	11/02/2017	130.45	50 Gallons Diesel	3287
Vaughn, Linda	11/01/2017	75.00	Secretary / Treasurer - October	3453
		<u>4,022.02</u>		

Huron County Airport Authority
Tentative Agenda
For Regular Meeting, Monday, December 11, 2017 – 5:00pm

Call Meeting to Order:

Roll Call: Harry Brady _____
Melissa James _____
Randy Birchfield _____

Motion to Excuse:

Public Comments:

Guest:

Approval of Minutes from Regular Meeting: November 13, 2017

Operational and Financial November 30, 2017

October Fuel Sales:

AVGas: \$ 1,666.85	Gallons: 374.57
Jet A: \$ 1,228.57	Gallons: 351.02

Approval of November 30, 2017 Financials

As of November 30, 2017

Cash in Bank:	\$ 38,516.36
Net Income YTD:	\$ 332,229.21
Total Expenses YTD:	\$ 307,980.62
Net Income/ Loss YTD:	\$ 24,248.59

Approval to Pay Invoices: \$ 3,815.61

Old Business:

Consultant Report

Agreement with Erie Blacktop, Inc.

New Business:

Advertising Secretary / Treasurer Position

Date of Next Meeting:

Monday, January 08, 2018 @ 5:00pm

Adjournment:

Huron County Airport Authority
Regular Meeting Minutes, October 09, 2017

Guest:

Marcus & Mary Holtz
Dennis Sokol

Don Roth
Royden Smith

Dan LeClair
Lucy Hokes

Harry Brady called the meeting to order

Roll Call

Members Present: Harry Brady

Melissa James

Randy Birchfield

Public Comments:

The county needs to clean the drainage, clean out tiles.

T-Shirt company is staying.

Harry Brady is summing the fuel.

Approval of Minutes:

Melissa James made a motion to approve the October 09, 2017 regular meeting minutes. Randy Birchfield seconded. Motion Passed.

Operational and Financial Report:

Operational and Financial October 31, 2017

October Fuel Sales:

AVGas: \$ 3,065.58 Gallons: 688.89

Jet A: \$ -0- Gallons: -0-

Approval of October 31, 2017 Financials

As of October 31, 2017

Cash in Bank: \$ 39,007.13

Net Income YTD: \$ 318,956.29

Total Expenses YTD: \$ 294,882.43

Net Income/ Loss YTD: \$ 24,073.86

Approval to Pay Invoices: \$ 4,022.02 Updated 11/14/2017

Melissa James made a motion to approve the October 31, 2017 financials and invoices. Randy Birchfield seconded. Motion Passed.

Old Business:

Consultant Report:

General Services Task Order Number 3 – Reconstruct Apron B and Relocate Taxiway Connector
ACIP Meeting not scheduled yet.

Master Plan Update

Apron Reconstruction Design

Apron Reconstruction Construction Administration

Agreement with Erie Blacktop, Inc. will wait till spring. Agreement tabled until December meeting.

New Business:

Snow removal need to advertise bids with own equipment. Motion to limit bid to 2 years, as long as not already in a contract by Randy Birchfield. Seconded by Melissa James. Motion Passed.

Melissa James moved to stay with Ferrellgas for the winter. Randy Birchfield seconded. Motion Passed.

Volunteers to paint center line on taxi way.

Hoffmann Screen Printing is staying in their space. Electric is already separated. Water was going to be shut off or Commercial hangar, so the office would need to be heated.

Electric is read on the 28th of each month. Randy Birchfield moved to charge Hoffman Screen Printing \$200.00 per month for October and November. Harry Brady seconded. Motion Passed.

Precision Aerial Ag Service, Inc. lease needs to go back the Huron County Prosecutors office for revisions. 2 year lease, need key to do repairs as needed; already have the pulleys to fix the door. Motion to move the diesel tank by the Commercial hangar; Harry Brady and Randy Birchfield approved. May lower break in fuel from 10,000 gallons to 9,000 gallons.

Board:

Randy Birchfield moved to replace the wind socks and flag. Melissa James seconded. Motion Passed.

Harry Brady moved to pay Royden Smith for the use of 50' lift. Used about 3 day's total. Pay \$125.00 per day for a total of \$375.00. Randy Birchfield seconded. Motion Passed.

Adjourned:

Respectfully Submitted,

Linda Vaughn

Board Approval,

Harry Brady
President

Approved: _____

Huron County Airport Authority Balance Sheet

As of November 30, 2017

10:00 AM

12/11/2017

Cash
Basis

Nov 30, 17

ASSETS

Current Assets

Checking/Savings

Civista 23825 38,516.36

Total Checking/Savings 38,516.36

Accounts Receivable

Accounts Receivable -495.00

Total Accounts Receivable -495.00

Total Current Assets 38,021.36

TOTAL ASSETS 38,021.36

LIABILITIES & EQUITY

Equity

Opening Balance Equity 40,822.82

Retained Earnings -27,050.05

Net Income 24,248.59

Total Equity 38,021.36

TOTAL LIABILITIES & EQUITY 38,021.36

Huron County Airport Authority Profit & Loss YTD

January through November 2017

10:09 AM

12/11/2017

Cash
Basis
Jan - Nov
17

Ordinary Income/Expense

Income

Airport Closure 10,000.00

Ballast Recycling 220.00

Commercial Office Rent 6,854.09

FAA Grant 199,432.00

Farm Rent 8,538.64

Fuel Sales 60,227.07

Hangar Rent 36,995.16

ODOT Grant 7,382.00

Overnight Fees 270.00

Utilities Reimbursement 2,310.25

Total Income 332,229.21

Expense	
Bank Service Charges	0.00
Credit Card Processing	1,452.51
FAA Grant Expense	193,498.38
Fuel Purchased	
100 AVGas	40,595.82
Diesel Fuel	651.70
Jet-A	<u>5,473.24</u>
Total Fuel Purchased	46,720.76
Insurance Expense	2,165.00
Maintenance	2,212.86
Membership	160.00
Mowing	8,900.00
Office Expense	
Office Supplies	280.09
Postage	<u>438.85</u>
Total Office Expense	718.94
Ohio EPA Reporting	7,750.00
Permits	1,200.00
Propane	1,291.75
Property Taxes	6,820.44
Repairs and Maintenance	13,017.38
Sales Tax	
Sales Tax Discount	-33.03
Sales Tax - Other	<u>4,228.88</u>
Total Sales Tax	4,195.85
Secretary / Treasurer	825.00
Service Agreements	995.00
Snow Removal	375.00
Utilities	
Electric	12,231.32
Telephone Expense	1,302.78
Water	<u>1,854.25</u>
Total Utilities	15,388.35
Website Expense	<u>293.40</u>
Total Expense	<u>307,980.62</u>
Net Ordinary Income	<u>24,248.59</u>
Net Income	<u><u>24,248.59</u></u>

Huron County Airport Authority

Date: 12/11/2017 Invoice Approval for 12/11/2017

Business Name	Invoice Date	Amount	Purchase	Check #
Albrecht, Bill	12/01/2017	400.00	November	3455
Beck, John	12/01/2017	125.00	November	3456
Beck, John	11/27/2017	45.55	Drk Dblcmbo / Walmart	3456
Frontier	11/28/2017	121.23	Service 11/28 - 12/27/2017	EFT
Holtz, Mary	10/31/2017	1,250.00	November	3457
Huron County Chamber	12/11/2017	21.83	Copies	3461
Northern Ohio Rural Water	11/28/2017	287.39	Service 10/11 - 11/09/2017	3458
Ohio Business Gateway	11/02/2017	208.35	Sales Tax - November	EFT
Ohio Edison	12/01/2017	806.26	Service 10/29 - 11/29/2017	EFT
Petroleum UST	11/21/2017	400.00	Late Fee	3459
Vaughn, Linda	12/11/2017	150.00	Special / November / December Secretary	3460
		<u>3,815.61</u>		